




# CAMBRIDGE-ISANTI PRESCHOOL STUDENT/FAMILY HANDBOOK

## Administration

Kim Goodmanson, Director

Julie Sandquist, Special Education Coordinator

### CONTACT INFO

 763-691-6691

 [earlychildhood.c-ischools.org/preschool](http://earlychildhood.c-ischools.org/preschool)

 428 2nd Ave NW, Cambridge, MN 55008  
301 Heritage Blvd NW, Isanti, MN 55040



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# PURPOSE and MISSION

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## Purpose

The purpose of this handbook is to acquaint students and families with the organization of Cambridge-Isanti Schools. It is important to observe these guidelines in order to make the school year a success, for each of us as individuals and for the entire student body. Should you have questions on its contents, please contact your school's principal.

All [School District policies](#) referenced in this handbook are located on this district website.

## Mission Statement

The mission of Cambridge-Isanti Schools, in partnership with our community, is to Educate, Empower and Inspire EVERY STUDENT, EVERY DAY to achieve their full potential.

## C-I Preschool Belief Statements

**We Believe** that parents/caregivers are children's first and most influential teachers, and that the success of schools is largely determined by the involvement and support of parents/families.

**We Believe** the early years are fundamental for building and nurturing confident, determined, and passionate learners.

**We Believe** it is essential to provide a relationship-based program which enables children to learn in a safe and nurturing environment.

**We Believe** that children learn best through engaged, meaningful play.

**We Believe** in providing inclusive settings that acknowledge children's diverse backgrounds, abilities, interests, needs, and learning styles.



# DIRECTOR'S MESSAGE

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Welcome to a New School Year at Cambridge-Isanti Preschool!

We're excited to welcome you and your child to Cambridge-Isanti Preschool! Whether this is your family's first experience with school or a return to our program, we are honored to be part of your child's early learning journey.

Our Preschool Family Handbook contains important information and helpful guidelines for the school year. While some sections may be updated throughout the year, the most current version will always be available on our district website.

You are your child's first and most important teacher, and we are proud to partner with you in supporting their growth. Together, we can build a strong foundation for your child's future—academically, socially, and emotionally. Our goal is to meet each child where they are, and to fulfill our part in bringing to life the Cambridge-Isanti Schools commitment to Every Student. Every Day.

We understand that preschool may be a child's first step into a more independent learning environment. Our mission is to create a warm, engaging space where your child can grow, explore, and build a lifelong love of learning. We look forward to developing a strong partnership with you as we support your child's development together.

If you have any questions, need assistance, or would like to stop by for a visit, please don't hesitate to reach out. We're here to help and look forward to a fantastic school year ahead!

Kim Goodmanson  
Early Learning Director  
Cambridge-Isanti Preschool



**Kim Goodmanson**

Early Learning Director

[kgoodmanson@c-ischools.org](mailto:kgoodmanson@c-ischools.org)

763-691-6612



# IMPORTANT CONTACTS

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## **Main Office**

Phone 691-6691

Fax 691-6692

**Attendance Line** 691-6693

## **Administration**

Kim Goodmanson, Director 691-6612

Julie Sandquist, SPED Coordinator 691-8717

## **Health Office CPS**

Nurse: Heidi Holmberg 691-6505

Admin Asst: Amanda Bolz 691-6504

## **Health Office IPS**

Nurse: Lisa Bingham 691-8704

Admin Asst: Whitney Dissing 691-8705

## **District Office**

Main Line 689-6188

Superintendent

Dr. Nathan Rudolph 689-6202

Assistant Superintendent of Teaching and Learning

Dr. Jason Bodey 689-6217

Director of Admin Services and Human Resources

Shawn Kirkeide 689-6235

Director of Finance and Operations:

Christopher Kampa 689-6205

Director of Student Support Services

Rachel Kasper 689-6196

Director of Buildings & Grounds

Chris Wilmot 689-6211

Director of Community Education

Christina Thayer Anderson 689-6220

Director of Transportation:

Jerry Anderson 689-6280

## **Cambridge-Isanti Schools School Board Members**

Chair: Heidi Sprandel 612-998-5644

Vice Chair: DeEtta Moos 612-390-5526

Clerk: Mark Solberg 763-742-4126

Treasurer: Nikki Johnson 763-257-2639

Director: Brette Halverson 651-592-2392

Director: Kevin Gross 763-689-6069

Director: Becky Roby 763-221-4761

# EARLY CHILDHOOD STAFF DIRECTORY

CAMBRIDGE INTERMEDIATE SCHOOL 428 2nd Avenue NW Cambridge, MN 55008			ISANTI PRIMARY SCHOOL 301 Heritage Blvd NW Isanti, MN 55040		
EARLY CHILDHOOD TEACHERS			EARLY CHILDHOOD SPECIAL EDUCATION TEACHERS		
Amber Phillips	CIS 104	691-8738 <a href="mailto:aphillips@c-ischools.org">aphillips@c-ischools.org</a>	Amanda Hawn	IPS	691-8777 <a href="mailto:ahawn@c-ischools.org">ahawn@c-ischools.org</a>
Carlie Lyzhoft	IPS 113	691-8727 <a href="mailto:clyzhoft@c-ischools.org">clyzhoft@c-ischools.org</a>	Ashley Slama	CPS 112	691-6533 <a href="mailto:aslama@c-ischools.org">aslama@c-ischools.org</a>
Dawn Jones	CIS 102	691-6621 <a href="mailto:djones@c-ischools.org">djones@c-ischools.org</a>	Desiree Petrich	CPS 112	691-6627 <a href="mailto:dpetrich@c-ischools.org">dpetrich@c-ischools.org</a>
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Greta Nelson	CIS 102	691-6618 <a href="mailto:gnelson@c-ischools.org">gnelson@c-ischools.org</a>	Jordan Johnson	IIS	691-8864 <a href="mailto:jjohnson4@c-ischools.org">jjohnson4@c-ischools.org</a>
Katie Catton	CIS 103	691-6623 <a href="mailto:kcatton@c-ischools.org">kcatton@c-ischools.org</a>	Kari Johnson	IPS	691-8779 <a href="mailto:kjohnson2@c-ischools.org">kjohnson2@c-ischools.org</a>
Kirsten Charles	IPS 119	691-8713 <a href="mailto:kcharles@c-ischools.org">kcharles@c-ischools.org</a>	Kayla Fahland	CIS & IPS	691-6626 <a href="mailto:kfahland@c-ischools.org">kfahland@c-ischools.org</a>
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Krista Gebert	CIS 108	691-6694 <a href="mailto:kgebert@c-ischools.org">kgebert@c-ischools.org</a>	Marie Doherty	CPS 112	691-6680 <a href="mailto:mdoherty@c-ischools.org">mdoherty@c-ischools.org</a>
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Mandy Gatz	CIS 105	691-6624 <a href="mailto:agatz@c-ischools.org">agatz@c-ischools.org</a>	Mollie Peterson	CPS 107	691-6695 <a href="mailto:mpeterson@c-ischools.org">mpeterson@c-ischools.org</a>
Melanie Voelker	IPS 102	691-8734 <a href="mailto:mvoelker@c-ischools.org">mvoelker@c-ischools.org</a>	Robin Dial	CPS 112	691-8768 <a href="mailto:rdial@c-ischools.org">rdial@c-ischools.org</a>
Molly O'Neil	IPS 111	691-8738 <a href="mailto:moneil@c-ischools.org">moneil@c-ischools.org</a>	Sara Snell	IIS	691-8832 <a href="mailto:ssnell@c-ischools.org">ssnell@c-ischools.org</a>
Nicole McBride	CIS 106	691-6625 <a href="mailto:nmcbride@c-ischools.org">nmcbride@c-ischools.org</a>			



# Cambridge-Isanti Schools

## School Calendar 2025-26

July 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2025						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

September 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

March 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2026						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2026						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### August 2025

25-28 Staff & Teacher Professional Development

### September 2025

- 1 No School: Labor Day (Buildings Closed)
- 2-5 Kindergarten Entrance Week
- 2-5 Preschool Entrance Week
- 2 First Day of School (Grades 1-5, 6 & 9)
- 3 First Day of School (Grades 7-8 & 10-12)

### October 2025

- 10 No School: Teacher Professional Development/Work Time
- 16-17 No School: Professional Conventions

### November 2025

- 7 No School: Staff Professional Development
- 26 End of Trimester 1 (58 Days)
- 27-28 No School: Thanksgiving (Buildings Closed)

### December 2025

- 1 No School: Teacher Professional Development/Work Time
- 2 Start of Trimester 2
- 24-31 No School: Winter Break (Buildings Closed 24,25,31)

### January 2026

- 1 No School: New Year's Holiday (Buildings Closed)
- 2 No School: Winter Break
- 16 No School: Staff Professional Development
- 19 No School: Martin Luther King Day

### February 2026

- 13 No School: District Professional Development
- 16 No School: Presidents' Day (Buildings Closed)

### March 2026

- 5 End of Trimester 2 (56 Days)
- 6 No School: Teacher Professional Development/Work Time
- 9-13 No School: Spring Break
- 16 Start of Trimester 3

### April 2026

- 3 No School: Holiday (Buildings Closed)
- 6 No School: Teacher Professional Development

### May 2026

- 8 No School: Teacher Work Time
- 25 No School: Memorial Day (Buildings Closed)

### June 2026

- 4 End of Trimester 3 (55 days)- Last Day of School
- 5 Teacher Work Time/ Graduation
- 19 Holiday (Buildings Closed)

No School	School in Session	Teacher PD/Work Time
Holiday, Buildings Closed	First/Last Day of School	Staff Prof Development

# VISITING OUR SCHOOLS

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To ensure the safety and security of all students, staff, and visitors to our buildings, Cambridge-Isanti Schools has implemented the following visitor safety procedure. This is a district-wide policy, and all visitors to any Cambridge-Isanti school building are required to adhere to the outlined procedures listed below.

## **1. Enter through the designated visitor or main entrance to report to the main office.**

For the safety of all students, employees, and visitors, all exterior doors will be locked during designated visitor management hours, except for the designated visitor entry for each school. Upon entering the building, all visitors are required to report to the main office. In the case of special events, visitors may be directed to enter the building through another exterior door. (Some events at certain buildings allow visitors to enter through an exterior gymnasium door for example. In these cases, visitors will be instructed to exit that same door, not through the building.) For certain large events where checking in each visitor is not efficient, staff will monitor the halls/entrances and guide visitors to their destination. Visitors will be allowed to enter the event and exit the same way, not passing through or entering any other part of the building.

## **2. Present your valid photo identification to a staff member.**

All visitors will be asked to verify their identity by showing office staff a form of photo identification, such as a driver's license or government issued ID card. We will not be able to check you in as a visitor without your photo ID.

**If Picking Up a Student(s)**

Office staff will compare your ID to information in Skyward. Your ID does not need to be checked in to Hall Pass unless you are physically going into the building.

If you are requesting to see or remove a student from a school building and you are not the parent/guardian, then you must have authorization from the parent or guardian and present a current valid photo identification.

**If Physically Entering the Building**

The office staff will return your ID and issue you a Hall Pass badge and green lanyard.

Staff Members who are visiting the building as a parent/guardian must check in to the office and have visible either their staff badge or visitor badge with green lanyard.

## **3. Visitor Management Software/Badge and Lanyard**

Your ID will be scanned into our secure visitor management database for visitor management purposes only. A photo visitor badge will be printed and used as your visitor credential for the day you visit school. You will be issued a green lanyard with a plastic sleeve.

## **4. Wear your visitor badge and lanyard at all times**

The visitor badge must be displayed around your neck with your visitor badge visible at all times during your visit. For the safety of students, employees and other visitors, please be aware that our staff have been trained to approach and question visitors who are in the building and not wearing an ID badge.



**5. Return to the office to turn in your visitor badge before leaving the building**

At the completion of your visit; you will be required to check back in at the main office to return your visitor badge and to sign out as a visitor.

**6. Please be advised of school district policy #903**

Policy #903 (outlined below) states that an individual or group may be denied permission to visit a school if visitor(s) do not comply with school district procedures or if the visit is not in the best interest of students, employees, or the school district.

**Policy # 903 states**

"An individual or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer."

**We understand that your time is valuable! For the safety of all students, employees and visitors, we ask for your patience and understanding as we follow our district policy and procedure to issue you your credentials as a visitor.**

**Thank you for visiting Cambridge-Isanti Schools!**



# ENROLLMENT & TUITION

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## PRESCHOOL ENROLLMENT

We offer child-only classes for children aged 3 years to Kindergarten entrance. Five, three and two-day-a-week classes for 3 & 4 and 4 & 5 year-olds are available. We offer full-day and half-day options.

Class times are as follows:

### CAMBRIDGE

Full-day 7:40am to 2:10pm  
Half-day 7:40am to 10:25am OR  
11:25am to 2:10pm

### ISANTI

Full-day 7:45am to 2:15pm  
Half-day 7:45am to 10:30am OR  
11:30am to 2:15pm

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## PRESCHOOL ENROLLMENT CHECKLIST

To secure enrollment, these must be completed:

- Online registration
    - Receipt of \$45 annual, non-refundable registration fee (\$25 for 2nd child)
- 

Priority for preschool placement is given to children who are three years of age or older by September 1st. Children who turn 3 between September and December will be considered for enrollment on a space availability and teacher approval basis. Enrollment of age-eligible children can occur at any time, provided there is space. It is recommended that children be able to use the bathroom independently when they come to preschool. If this is an obstacle, please contact the Early Learning Director at 763-691-6612 to see if an appropriate plan can be made. Children who turn 3 after December 31st will need to wait until the following fall.

## TUITION

- Tuition is established as a daily fee, based on the number of days the class is in session each month. Tuition is \$38 per *contracted* full-day and \$17 per *contracted* half-day.
- Invoices are emailed around the first, with payments **due on the tenth of each month**. There is a ten-day grace period before a \$20 late charge is assessed. **If you need assistance, please call us** to work out a suitable solution. See Page 12 for information on scholarships.
- Tuition payments are made through the Eleyo registration system. From the [Early Childhood website](#), click on Log-In to Pay Fees near the middle of the page. Eleyo offers automatic payments and accepts all major debit/credit cards. **If you pay for the entire school year by September 30th, you will receive a 5% discount!**
- To help teachers maximize their limited prep and planning time, please pick your children up on time. **A \$10 late fee will be charged after 10 minutes, and \$5 every 5 minutes thereafter. After 3 late pick up occurrences you will be contacted by the Early Learning Director.**
- In the event of a school closing due to inclement weather C-I Preschool teachers will communicate through Seesaw about eLearning plans. Tuition is not discounted for weather related closings.
- Per program policy, accounts that are past due may result in moving the student to a reduced schedule class, i.e. a child that is attending M-F may be switched to a T/Th class. Overdue accounts are turned over to Advantage Collections at the end of the school year. Any account turned over to collections will require approval for future registrations and may need to enroll in autopay.
- **A two-week notice to the preschool office is required if you need to end your Cambridge-Isanti Preschool enrollment.** Any refund will be prorated based on tuition paid, timing of two-week notice and minus the registration fee

# PROGRAM INFORMATION

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## ABOUT CAMBRIDGE-ISANTI PRESCHOOL

Cambridge-Isanti Preschool provides educational experiences that enhance the cognitive, literacy, emotional, social and physical development of children ages three to five years. The Cambridge-Isanti Preschool Focus of Learning is based on the Early Childhood Indicators of Progress from the Minnesota Department of Education. Meaningful unit themes spark children's interest and connect the different learning areas of the lesson plan. Various learning activities that relate to and expand each unit theme maximize the learning experience. The preschool staff are responsible for planning and creating activities that help children experience the joy of learning. Overall, our goal is to help children develop the foundational skills, attitudes and enjoyment of school that will contribute to future educational success.

## TEACHING & LEARNING

### 4 Star Parent Aware

Cambridge-Isanti Preschool has earned a 4 Star Parent Aware rating from the State of Minnesota. This rating is the highest possible rating. Parent Aware helps families find quality care and education. Programs that earn the 4 Star Parent Aware are going above and beyond health and safety requirements and have:

- ★ Volunteered for extra, in-depth training
- ★ Devoted themselves to strong, caring relationships with each child
- ★ Adopted the latest approaches to keeping children's learning on track
- ★ Committed to daily activities and routines that help children learn

More information about the Parent Aware program can be found online at [www.parentaware.org](http://www.parentaware.org).

## CURRICULUM

The MN Early Childhood Indicators of Progress serve as a foundation for our preschool curriculum. The Cambridge-Isanti Schools department of Teaching and Learning facilitates the curriculum development and writing process for all grade levels, including preschool. We use *Big Day for PreK and Handwriting Without Tears* as our core resource.

It is important to know that the Cambridge-Isanti Preschool is developmentally-focused as opposed to academically-focused.

Preschool-age children are referred to as "reactive" learners (as opposed to older children who have the ability to learn "on-demand") who prosper when learning activities are geared towards their interests and experiences in a play-based environment.

Below are the major developmental areas covered in our curriculum:

1. Social & Emotional Development
2. Approaches to Learning
3. Language & Literacy Development
4. Creativity & the Arts
5. Cognitive Development
6. Physical & Motor Development

## EVERY CHILD IS UNIQUE

While we do have lesson plans that provide uniformity and predictability, we also value the uniqueness of each child. This uniqueness can be seen in numerous ways. For instance, children have unique temperaments, personalities, learning styles, and so on.

## PYRAMID MODEL

C-I Early Childhood is a Pyramid Model site. The Pyramid Model is a research based framework, or approach, for intentionally teaching social-emotional skills to young children to help them be successful at school. The base of the pyramid consists of creating positive relationships between the child and the teaching staff within a consistent, predictable environment. The second section of the pyramid includes using targeted teaching strategies, such as visual schedules, picture cues and social stories to help children learn problem solving skills, emotional regulation and impulse control. The top of the pyramid consists of individualized interventions for the children who need additional support in the classroom.

### What are some of the social-emotional skills we teach?

- Following rules, routines and directions
- Identifying feelings in oneself and others
- Problem solving
- Suggesting play ideas & activities to peers
- Sharing and turn taking
- Giving positive encouragement
- Expressing empathy with others
- Managing feelings and calming down
- Being respectful of people, places and things

Classroom teams are coached by trained peer coaches, which leads to positive outcomes for both staff and children! Research suggests that coaching can promote confidence and competence in supporting children with challenging behaviors. For more information on The Pyramid Model, visit [www.challengingbehavior.org](http://www.challengingbehavior.org).

## EARLY CHILDHOOD SCREENING

Early Childhood Screening is required by law for all children prior to the start of Kindergarten. Early Childhood Screening is offered free of charge by Cambridge-Isanti Schools. We strongly encourage parents to **Screen at age 3** (The ideal age for screening is 3 1/2). Screenings can be scheduled online at [www.c-ischools.org/screening](http://www.c-ischools.org/screening) or by calling our office at 763-691-6691.

## EARLY LEARNING SCHOLARSHIPS

Early Learning Scholarships are state-funded programs that enable children to attend preschool who otherwise might not be able to afford it.

- **School Readiness & Pathway II** Scholarships are awarded through Cambridge-Isanti Preschool. Parents can apply to the program to see if they qualify. An application is available by visiting <https://earlychildhood.c-ischools.org/preschool/cost-and-scholarships>, calling 763-691-6691 or emailing [earlychildhood@c-ischools.org](mailto:earlychildhood@c-ischools.org). To process your application families must provide income verification such as your last W2, the last 2 consecutive pay receipts for everyone working in the home or a copy of a letter stating you receive assistance from WIC, SNAP, etc. Information on how to submit your application and income verification is included on the application itself.
- **Pathway I Scholarship** is a state-funded program to assist in the cost of tuition. Families may apply for Pathway I scholarships by visiting [www.earlylearningscholarshipshub.mn.gov](http://www.earlylearningscholarshipshub.mn.gov).

**EARLY CHILDHOOD FAMILY EDUCATION (ECFE)**

Early Childhood Family Education (ECFE) is for all parents, families or guardians and their children ages birth to kindergarten entrance. Classes include adult-child activities and time for the adults to discuss parent & child development with a licensed parent educator. Early childhood teachers plan learning activities that help children learn social, language and problem solving skills. To learn more about ECFE and see what classes are available, please visit our website at [www.c-ischools.org/school/early-childhood](http://www.c-ischools.org/school/early-childhood).

**EARLY CHILDHOOD SPECIAL EDUCATION (ECSE)** is for children ages birth to kindergarten entrance identified with specific social, emotional, physical and learning needs. Teachers and specialists work with children and families through home visits and center based services. Contact Early Intervention staff through the Early Childhood office for more information or log onto [www.helpmegrowmn.org](http://www.helpmegrowmn.org)



# GENERAL INFORMATION A-Z

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## ANIMALS

Due to health risks, no animals are allowed in school unless there is pre-approval by the teacher and it is for an educational purpose.

## BACKGROUND CHECKS

**Employment and Services Criminal History Background Checks Notice to Parents and Guardians:** The school district has adopted [Policy 404](#), the purpose of which is to promote the physical, social and psychological well-being of its students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also shall seek criminal history background checks for all individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for others such as volunteers, independent contractors, and student employees.

## BEHAVIOR EXPECTATIONS

**Positive Discipline** - The word discipline can mean to follow the teaching of another, stemming from the word disciple. With this in mind, we believe positive role modeling is foundational. The Cambridge-Isanti Schools character education values of Responsibility, Respect, Compassion, Honesty and Self-Discipline are incorporated into our curriculum and program goals. Since social and emotional development is a major learning area for preschool-age children, we give particular attention to teaching and helping children learn appropriate and positive skills and behaviors, like sharing, waiting, and taking turns.

C-I Early Childhood is a Pyramid Model site. The underlying theme is to teach students the desired behavior in the same way you would teach other core subjects. In other words, rather than telling the students what not to do, the focus will be on teaching them what to do. The basic themes that students are taught begin from these core values: Respect Yourself, Respect Others and Respect Property.

## BULLYING PROHIBITION

“Bullying” means intimidating, threatening, abusive, or harmful conduct that is objectively offensive and an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or substantially interferes with a student’s education opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. Information regarding [Policy 514](#) - Bullying Prohibition and the Bullying Reporting Form can be found on the district website.

## CHANGES IN STUDENT INFORMATION

Please notify the school with any change in address and home, work or cell telephone number.

## COMMUNICATION

Good communication is essential, especially considering the ages of our children. We have a color calendar that shows each day your child has class, as well as parent-teacher conference days and other relevant information. Classroom phone numbers are listed in this handbook. Feel free to call the classroom directly if you need to talk to the teacher. If you need other assistance, call the Early Childhood office at 763-691-6691. Our main office is located in Cambridge Intermediate School.

## COMPLAINTS

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. Please see [Policy 103](#) for the process to make a formal complaint.

## DISCIPLINE

The general policy of the school district on Student Discipline is [Policy 506](#).

[Policy 501](#) – School Weapons states, in part: *No students or non students, including adults and visitors, shall possess, use, or distribute a weapon when in a school location, except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.*

## DRESS

Dress your child in comfortable clothes suitable for messy art activities and movement. Tennis shoes or soft-soled shoes work best at preschool. Remember to send your child dressed for the weather so he/she can enjoy outdoor activities.

Please label all clothing, shoes, boots and backpacks with identifying information. Lost items are stored in the Early Childhood office at CIS & in the Isanti Primary School office at IPS.

## DRUG AND TOBACCO FREE SCHOOLS

Minnesota schools are drug and tobacco free zones (this also includes electronic and other alternative smokeless tobacco products). The purpose of this policy is to maintain a safe and healthy environment for employees and students by prohibiting the use of alcohol, toxic substances, and controlled substances without a physician's prescription. Please review [Policy 418](#) – Workplace/Drug Free School and [Policy 419](#) – Tobacco Free Environment. These policies are in effect 24 hours per day, 365 days per year. School rules apply in all areas within 300 feet or one city block of school boundaries. A limited exception to the tobacco prohibition exists for adult members of an Indian tribe, as defined under Minnesota law, who may light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. An American Indian is a person who is a member of an Indian tribe as defined under Minnesota law.

## ELECTRONIC DEVICES / USE OF TECHNOLOGY

Social Media - Please refrain from using social media to address any confidential school concerns or questions. Instead, use school emails and phone numbers. If you need assistance finding the email or classroom phone number of your child's teacher, please contact our office at 763-691-6691.

## FIELD TRIPS

Field trips are taken throughout the school year. Signed parent/guardian permission slips will be required. If parents/guardians volunteer to chaperone, they will be required to have a paid background check, which is good for three years. Chaperones are asked not to bring siblings on the trip.

## FOOD AND SNACKS

Homemade treats/snacks are not allowed in any classroom or grade level due to health factors and State Health Department directives. Snacks must be purchased and brought to the room in an unopened commercial package. In compliance with Cambridge-Isanti Schools Wellness Policy, students/families are encouraged to send healthy snacks and. Students should NEVER bring items of any kind in a glass container. For further information please refer to Policy 533 - Wellness Policy.

- **Birthdays** - Birthdays are very special and we celebrate at preschool! Cambridge-Isanti Schools implement the practice of healthy foods and snacks. Children may choose to bring something that can be easily sent home with classmates. Invitations for birthday parties must be distributed outside of the class time.

## HARASSMENT AND VIOLENCE

Maintaining a learning and working environment free of harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability is a priority for Cambridge-Isanti Schools. School district [Policy 413](#) - Harassment and Violence and [Policy 525](#) - Violence Prevention outline what constitutes violence and harassment. The reporting form is found on the website. Reports should be made to the building principal or Human Rights Officer, the Director of Administrative Services and Human Resources, 763-689-6235.

## LOCKED SCHOOL DOORS

The only doors unlocked during the school day are the main front entrance doors that lead you into the school office. At our Cambridge Site, please use Door 3 and ring the doorbell. At our Isanti site, please use Door 1. **All visitors must report to the office to sign in, present a government issued photo ID, and wear a visitor badge while in the building.**

## LOST AND FOUND

Please check with the office if you would like to look through our Lost and Found. By putting your child's first and last name on possessions, you help us return lost items to their owners.

## **SCHOOL & COMMUNITY RESOURCES**

Early Childhood Early Intervention (763) 691-6631  
East Central Regional Library (763) 689-7390  
Family Pathways (651) 674-8040  
Heartland Express, Isanti County (763) 689-8131  
Isanti County Public Health (763) 689-4071  
Isanti County Family Services (763) 689-1711  
Lakes and Pines Head Start (320) 679-1800  
New Pathways (763) 691-0121  
Cambridge-Isanti Transportation Office (763) 552-6287  
WIC Program (763) 689-4212

## **STUDENT DISABILITY NONDISCRIMINATION**

The purpose of [Policy 521](#) – Student Disability Nondiscrimination is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodation, or programs in order that such learners may receive a free appropriate public education. Inquiries regarding compliance with the policy may be directed to the building principal or the Director of Student Support Services, who is the Americans with Disabilities Act/Section 504 Coordinator, 763-689-6196.

## **TELEPHONE CALLS**

Parents/guardians are able to call their child's teacher directly – the staff directory of telephone numbers is included near the front of this handbook. Voice mail messages are encouraged or you may contact the teacher via email if you have questions or concerns.

## **WELLNESS POLICY**

All foods and beverages sold on school grounds will meet the [USDA Smart Snacks in School](#) nutrition standards. Before and aftercare programs must also comply with the school district's nutrition standards.

Student wellness will be a consideration for all foods offered, but not sold, to students, including foods provided through: celebrations and parties and classroom snacks brought by parents. Schools will not use food or beverages as rewards for academic performance (unless this practice is allowed through a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment. If students bring in food items to share with classmates it is preferred that the food meets the USDA Smart Snacks guidelines, in any event all food brought to school to share with classmates must be in sealed store bought packaging. Please note this does not apply to snacks a student brings for his or her own personal consumption. For further information please refer to [Policy 533](#) - Wellness Policy.

# EMERGENCY INFORMATION

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## **ACCIDENTS, ILLNESSES AND INJURIES**

Students who become ill or injured during the school day are to report the ailment to their teacher and go directly to the Health Office. If the illness or injury is prolonged or severe, school personnel will attempt to contact a parent/guardian. If a student must go home, the parent/ guardian is to make arrangements to pick up the student and have a place for them to go.

If an emergency exists, an immediate attempt will be made to contact a parent/ guardian, but if warranted, students will be taken to Cambridge Medical Center while parents/guardians are being contacted. **It is very important to keep your emergency information updated.** If the parent/ guardian cannot be reached a representative of the school will act as an agent to consent to the giving of any and all medical, dental, hospital, or surgical care to the student.

## **DRILLS**

State law requires five lockdown drills, one severe weather drill and five fire drills. Maps with emergency evacuation procedures are posted in each classroom. During an emergency, students are to walk quickly leaving all items behind.

## **STUDENT INSURANCE**

The school district does not provide any type of health or accident insurance for injuries that occur at school.

## **WEATHER CLOSING**

There is always a potential for severe weather warranting school closings or delays during Minnesota winter months, but the decision to close or delay school is never easy. In the event of a school closing due to inclement weather C-I Preschool teachers will communicate through Seesaw about eLearning plans. Tuition is not discounted for weather related closings.



# NURSE/ HEALTH OFFICE

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**Schools will follow all required MDE and MDH health guidelines.**

## **HEALTH SERVICES**

The School Health Services is designed to facilitate care to all students; to protect and promote the students' optimal health, and to eliminate or minimize the health barriers to enhance learning. Health offices and school nurses or health administrative assistants are available at all school buildings.

### **Is my child well enough to be in school?**

Keep your child home if he/she has any of the following:

- Vomiting
- Diarrhea
- Fever of 100.0 degrees or more
- Family circumstances causing excess emotional distress
- Injury causing inability to function due to pain or impairment
- 

It is also our school district policy that a student is not to return to school until he/she is:

- Fever-free for 24 hours, without use of fever-reducing medications
- Vomiting or diarrhea free for 24 hours
- If your child has an infectious disease please check with your health care provider or the school nurse before returning to school

We follow the Minnesota Department of Health exclusion guidelines for infectious diseases, notification, and reporting. Notify the school nurse if your child is ill or has an infectious disease that may affect the health of other children.

Due to privacy laws, we do not send home notes when a student in class has been diagnosed with pink eye, head lice, strep throat, etc.

You will be contacted if your child becomes ill at preschool. Keep your emergency information updated. If an emergency exists, an immediate attempt will be made to contact a parent/guardian, but if warranted, 911 will be called while parents/guardians are being contacted. If the parent/guardian cannot be reached a representative of the school will act as an agent to consent to the giving of any and all medical, dental, hospital, or surgical care to the student.

Students with Health Conditions: Please include all allergies, restrictions and health conditions on your child's enrollment form and contact the school nurse. Our school nurse will work with you to maintain these records, write emergency plans and handle all medications.

Immunizations Requirements: We follow Minnesota state laws and regulations in regards to immunizations.

The nurses are available to address any questions and/or concerns regarding the well-being of your child. Please feel free to contact the nurse at your child's school. Heidi Holmberg in Cambridge at 763-691-6505 and Lisa Bingham in Isanti at 763-691-8704.

# PARENT INVOLVEMENT

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Parent/guardian involvement in the education of their children is encouraged and valued. The following are examples of ways parents/guardians may become involved in the school district.

## CONFERENCES

Student-parent-teacher conferences for each student will be held in the fall and again in the spring.

## PARENT ADVISORY COUNCIL

The **Early Childhood Parent Advisory Council** plays an important role in the functioning of our Early Childhood program because it provides a voice for parents. Some of the areas the council helps with are: budget, procedures, parent-involvement activities, marketing, etc. The council meets the 3rd Tuesday of the month in the Early Childhood Parent Room inside Cambridge Intermediate School. All are welcome to attend, free childcare is provided, just register online on Eleyo. Please call the Early Childhood Coordinator at 763-691-6612 for more information.

Upcoming family events:

- Halloween Bash - October 24, 2025
- Sweetheart Dance - February 06, 2026
- Family Gym Night - January 16, 2026

## VOLUNTEER PROGRAM

Volunteers support and enhance a wide range of programs and activities in our schools. A volunteer can be anyone willing to donate his/her time and talent. Please consider volunteering in our schools. A background check is required for many of our volunteer activities and is good for three years, please see our [Volunteer Policy 625](#) and Volunteer Background Check Procedure on the website. The volunteer application is collected online at [District Volunteer Application](#).

Early Childhood Volunteer Coordinator: Amy Huntley, [ahuntley@c-ischools.org](mailto:ahuntley@c-ischools.org)

# TRANSPORTATION

**INTRODUCTION:** The following guidelines are provided in order to assure a safe and enjoyable bus transportation experience. The school bus is an extension of the classroom and all rules established in the Student Code of Conduct ([Policy 506](#)) apply when riding the school bus.

**ELIGIBILITY:** Students in grades K-12 must reside outside of the established [walk boundary](#) for their school of attendance and all students must live within the attendance boundary of the school they attend. Students must be registered and enrolled with their designated school for transportation to be scheduled. Open enrolled students may be eligible to ride from District established [collector stops](#) inside the District boundaries, if space allows.

**BUS SCHEDULES:** Transportation schedules are only available online via [Family Access](#), approximately two weeks prior to the start of school. Bus stops and routes are designed with consideration of safety, efficiency, least cost and shortest overall ride times. For more information see the [Guidelines for Bus Stops](#). Please verify that your student's information is correct in Family Access to ensure that they are scheduled correctly. Complete the [Alternate Care Transportation](#) form if your student needs transportation from a location other than your home. Students are allowed one pickup and one drop-off location. Complete the [Opt Out](#) form if your student will not use transportation services. Students will only be allowed to ride the bus they are assigned. **Bus passes will not be given or accepted for any reason.**

**SCHOOL BUS DISCIPLINE** ([Policy 709](#)): Students who have the opportunity to ride district school buses may do so as long as they display behavior that is reasonable and safe. Choosing to engage in unacceptable behavior will result in loss of bus service. The bus driver is responsible for the safety and discipline of students on the bus. The building principal is available to give assistance to the driver and will determine the consequences of misbehavior and the reinstatement of bus service for the offending student(s) should a suspension become necessary. The responsibility for student supervision by the District shall begin when the student boards the bus in the morning and is retained until the child leaves the bus at the end of the day. **Parents are not allowed to board the bus for any reason.**

**SCHOOL BUS SAFETY RULES:** Any violation of these rules may result in the loss of riding privileges.

- Immediately follow the directions of the driver.
- Sit in your seat facing forward.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep your arms, legs and belongings to yourself.
- No fighting, harassment, intimidation or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapon or dangerous object on the school bus.
- Do not damage the school bus.

**BUS EXPECTATIONS:** It is important to establish bus expectations by following the 3 bus rules below. It sets the tone for the student's day, allows time for the students to prepare for school and time for the students to unwind after school.

<p><b>Be Responsible</b></p> <ul style="list-style-type: none"> <li>• Arrive early to your bus stop</li> <li>• Be ready to exit at your bus stop</li> <li>• Keep belongings in your backpack</li> <li>• Save snack and drinks for home</li> <li>• Clean up after yourself</li> </ul>	<p><b>Use Respect</b></p> <ul style="list-style-type: none"> <li>• Follow driver directions</li> <li>• Keep hands and feet to yourself</li> <li>• Be kind to all passengers</li> <li>• Use level 0-2 voice</li> <li>• Use kind words and actions</li> </ul>	<p><b>Stay Safe</b></p> <ul style="list-style-type: none"> <li>• Enter the bus in a single line</li> <li>• Sit on seat and stay in seat</li> <li>• Keep aisle clear</li> <li>• Keep hands and head inside bus</li> </ul> <p>Stay out of the <b>DANGER ZONE!</b></p>
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**SCHOOL BUS CONDUCT** ([Policy 709R](#)): All bus reports and suspensions are given at the discretion of the building administration.

- **First Report** - Student will visit with the principal, and a warning will be given.
- **Second Report** - Up to a 3-day suspension from riding the bus may be imposed
- **Third Report** - Up to a 5-day suspension from riding the bus may be imposed.
- **Fourth Report** - Up to a 10-day suspension from riding the bus may be imposed. The principal sends a bus letter to parent(s) / guardian(s) notifying them of the suspension. A parent/student/principal/driver conference is required before the student resumes riding the bus.
- **Fifth Report** - A parent conference is held. Suspension from riding the bus for the remainder of the year may be imposed at the discretion of the principal or principal's designee.
- **Serious Bus Conduct Violations** - Students who misbehave severely may be returned to the school immediately and reported to the building principal or other designated individual. Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus / bus stop misconduct.

**BUS STOP:** Students are expected to be at their bus stop 5 minutes before the bus is scheduled to arrive. When walking to the bus stop, students should use sidewalks and crosswalks. Buses will not wait for slow moving students. Drivers have a schedule to keep and make every effort to be on time daily. Parents are responsible for student safety and behavior to and from the bus stop and until the school bus arrives. Students are to conduct themselves with courtesy and consideration for others while waiting for the bus.

**PROHIBITED OBJECTS** ([Policy 709](#)): In general if an item can be carried on a student's lap, without interfering with the space of another passenger, it will be accepted. Please review the District policy for specific prohibited items.

**SCHOOL BUS VIDEO RECORDING** ([Policy 711](#)): In order to protect the health, welfare, and safety of students, staff and district property, electronic video surveillance systems are used to monitor activity on District property. Student privacy rights prevent showing video to parents unless required by law enforcement or courts. A video may be used by the district as evidence in any disciplinary action brought against any student arising out of the individual's conduct on District property.

**TRANSPORTATION QUESTIONS:** If you have a transportation question, review the [Transportation FAQ](#) on the [District Website](#). If your question has not been answered, complete the [Transportation Question](#) form and the transportation office will respond to you.

# HEALTH & SAFETY

## Asbestos, Pesticide, IAQ, Lead in Water Notification

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To: Parents and Employees of Cambridge-Isanti Schools  
From: Independent School District #911  
Date: 2025-2026 School Year  
Subject: ANNUAL HEALTH & SAFETY NOTIFICATIONS

### **Asbestos**

The Asbestos Hazard Emergency Response Act (AHERA) requires that each school district notify workers and building occupants annually regarding asbestos-related activities. Until the late seventies, asbestos was commonly used in commercial and residential building materials such as floor tile, fire-proofing spray, and thermal system insulation used on pipes, tanks, and boilers.

Our school buildings are inspected for asbestos-containing materials every three years according to AHERA protocol, using state accredited inspectors, to ensure that these materials are maintained in a safe condition. The last Three-Year inspection was conducted in April 2025 and is scheduled to be completed again in April 2026.

AHERA also requires that the District conduct periodic surveillance inspections every six months to evaluate the condition of asbestos-containing materials. Management plans are continually updated and are available for review upon request.

The Environmental Protection Agency (EPA) and the Minnesota Department of Education has recommended that asbestos-containing materials (ACM) be maintained in-place whenever possible. Therefore, the District has limited its asbestos removal to areas where renovation or maintenance activities are planned.

If you have any questions regarding this matter, you may contact the District's Asbestos Designated Person, the Director of Buildings & Grounds, at 763-689-6211.

### **Indoor Air Quality**

The District has developed an Indoor Air Quality (IAQ) Management Plan which contains information for concerned parents and staff regarding the air quality in the school. This management plan also contains plans for addressing any known issues and locations where more information can be obtained. Per the requirements of the Department of Education, Cambridge-Isanti Public Schools is notifying all staff and parents that the IAQ Coordinator is the Director of Buildings & Grounds, who can be reached at 763-689-6211. Please contact the IAQ Coordinator if you have any questions, concerns, or would like to view the IAQ Management Plan.

Additional information about Indoor Air Quality, including parental checklists for at home, can be found on the EPA website at <http://www.epa.gov/iaq/schools>.

### **Lead In Water**

Cambridge-Isanti Schools has historically conducted, and continues to conduct, Lead in Drinking Water testing per the Minnesota Departments of Health & Education document entitled, "Reducing Lead in Drinking Water: A Technical Guidance and Model Plan for Minnesota's Public Schools". MN Statute 121A.335 requires public school buildings serving kindergarten through grade 12 to test for lead in water in potable water sources every five years, and to make results of these tests available. Any Public interested in discussing the district Lead in Drinking Water program or results, please contact the Director of Buildings and Grounds at (763) 689-6211 for access to the documentation.



**General Notice for School Employees and Parents**

A Minnesota state law went into effect in the year 2000 that requires schools to inform school employees and parents if they apply pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to employees and parents for review or copying at each school's office. Although not required by the law, schools may choose to include a copy of the estimated schedule of pesticide applications with this general notice. The prospective dates for applications in Cambridge-Isanti School District for the 2025-2026 School Year are during the weeks of:

- June 24-30, 2025
  - July 8-14, 2025
  - July 22-28, 2025
  - September 23-29, 2025
  - October 7-13, 2025
  - October 14-20, 2025
  - November 11-17, 2025
- March 10-16, 2026
  - April 7-13, 2026
  - April 21-27, 2026
  - May 5-11, 2026
  - May 19-23, 2026
  - May 25-31, 2026
  - June 9-13, 2026

State law also requires that employees and parents be informed that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

Cambridge-Isanti School District is continuing to work closely with its health and safety resources to ensure compliance with integrated pest management. If you have further questions, I can be reached at 763-689-6211.

Sincerely,  
Director of Buildings and Grounds

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**Request for Pesticide Notification Cambridge-Isanti Public Schools**

I understand that the school will make available an estimated schedule of pesticide applications for review and copying at the school office. Should a pesticide application be scheduled at a time different from the days specified in the original schedule, I would like to be notified. The form below must be returned by October 1, 2025.

I would prefer to be notified by (circle one):      **US MAIL**                      **E-MAIL**

Please print neatly:

Name of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Return To: Director of Buildings and Grounds  
Cambridge-Isanti Public Schools  
625A Main Street North Cambridge, MN 55008

# CAMBRIDGE-ISANTI SCHOOL SONG

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Cam XXX bridge XXX High XXX School  
Cam X bridge X High X School  
Cam-bridge High School, Cam-bridge High School  
Yea, rah rah Jackets

REPEAT

Fight on for dear old Cambridge High  
Let's hear you raise the battle cry  
We're gonna win this game  
So we can all proclaim  
That we're the best team in the land  
Rah! Rah! Rah!

Blue Jackets, show your power zest  
Don't let the \_\_\_\_\_ get a rest  
For the white and blue  
Forever we'll be true  
Come on let's win, this, game

REPEAT

V-I-C-T-O-R-Y  
A victory, a victory  
For Cam-bridge High!